

**Sherwood Advertising & Promotion Commission**  
**TAX REMITTANCE INSTRUCTIONS**

- Full remittance of collected taxes is due by the last day of the month after the month in which taxes are collected. For instance, taxes collected in January must be remitted by February 28.
- Businesses may take a two percent (2%) discount for remitting A & P taxes by the 20th of the month in which taxes are due. For instance, taxes collected in January must be remitted by February 20.
- A five percent (5%) late fee on the tax amount due for each month past due will be charged if not remitted by the end of the month. Penalties are increased by 5% for each additional month late up to 35% total.
- Remittances should NOT be rounded up or rounded down. Exact amounts are required.

**POSTMARK NOTICE**

**Remittances must be postmarked no later than the due date (either the 20<sup>th</sup> for the discount or the last day of the month for full remittance). Businesses should be aware that the due date may fall on a weekend or holiday. Mail the remittance earlier than the due date to take the discount or avoid penalties.**

**REMITTANCE DUE DATES EXAMPLE**

<b>Month Taxes Are Collected</b>	<b>Payments Due in order to take the 2% discount. (Must be paid or postmarked on or before this date in order to receive the discount.)</b>	<b>Taxes Due (must be paid or postmarked on or before this date to avoid a penalty.)</b>	<b>Taxes are LATE with 5% penalty. (Penalties are increased by 5% for each month late up.)</b>	<b>Taxes are LATE with a 10% penalty. (Penalties increased 5% each month thereafter not to exceed 35%)</b>
January	February 20	February 28	March 1	April 1
February	March 20	March 31	April 1	May 1
March	April 20	April 30	May 1	June 1
April	May 20	May 31	June 1	July 1
May	June 20	June 30	July 1	August 1
June	July 20	July 31	August 1	September 1
July	August 20	August 31	September 1	October 1
August	September 20	September 30	October 1	November 1
September	October 20	October 31	November 1	December 1
October	November 20	November 30	December 1	January 1
November	December 20	December 31	January 1	February 1
December	January 20	January 31	February 1	March 1

**HAVE QUESTIONS OR NEED ASSISTANCE?**

Contact Sherwood Advertising & Promotion Commission, at (501) 835-5319 between 7:30 a.m. and 4:30 p.m. , Monday through Friday. Or contact by email at [clerks@cityofsherwood.net](mailto:clerks@cityofsherwood.net).

**Sherwood Advertising & Promotion Commission**

# TAX REMITTANCE OPTIONS

The Sherwood Advertising and Promotion Commission offers three different options for remitting collected foodservice and/or lodging taxes:

**OPTION 1: Remit by MAIL** (Be aware of the post office postmark deadlines!)

To download a blank remittance form, follow these instructions:

- **Go to the website: [www.cityofsherwood.net](http://www.cityofsherwood.net)**
- Checks **MUST** be made payable to the **Sherwood Advertising & Promotion Commission**.
- Remittance forms and payment must be mailed to:

Sherwood Advertising & Promotion Commission  
PO Box 6256  
Sherwood, AR 72124

**OPTION 2: Remit in PERSON**

To download a blank remittance form, follow these instructions:

- **Go to the website: [www.cityofsherwood.net](http://www.cityofsherwood.net)**
- Checks **MUST** be made payable to the **Sherwood Advertising & Promotion Commission**.
- Remittances accepted in person will be credited on the date paid - not on the date the check is written. The date remitted will determine discounts and late fees.
- Remittance forms and payment can be delivered to this location:

Sherwood Advertising & Promotion Commission  
c/o Sherwood City Clerk's Office  
P.O. Box 6256  
Sherwood, AR 72124

**OPTION 3: Remit ONLINE**

- **GO to the website: [www.cityofsherwood.net](http://www.cityofsherwood.net)**
- Click on **Government** → **City Clerk** go to middle of page and you will see **Pay Business Fees and Taxes Online**
- Click on "Citizen Payments" and then select "Sherwood Advertising & Promotion Gross Receipts Tax Monthly Report" and fill in the information.
- There is a processing fee for this service. The City of Sherwood does not receive money for this process fee

***Tax Remittance forms (should be completed in advance) and payments will be accepted at this location between 7:30 a.m. and 4:30 p.m., Monday through Friday ONLY.***

## HAVE QUESTIONS OR NEED ASSISTANCE?

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